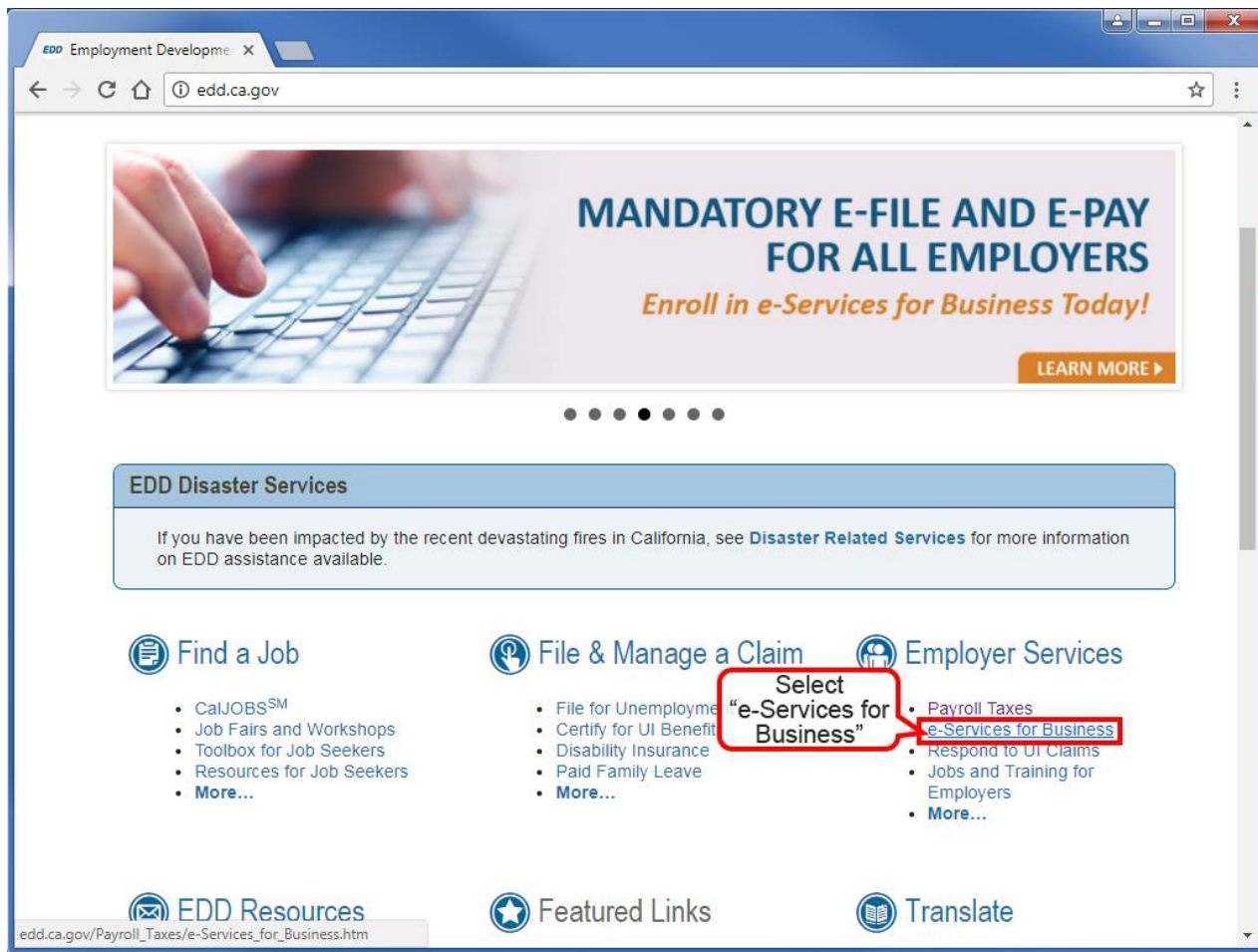


# I Want to Enroll as an Employer in e-Services for Business

## **Slide notes**

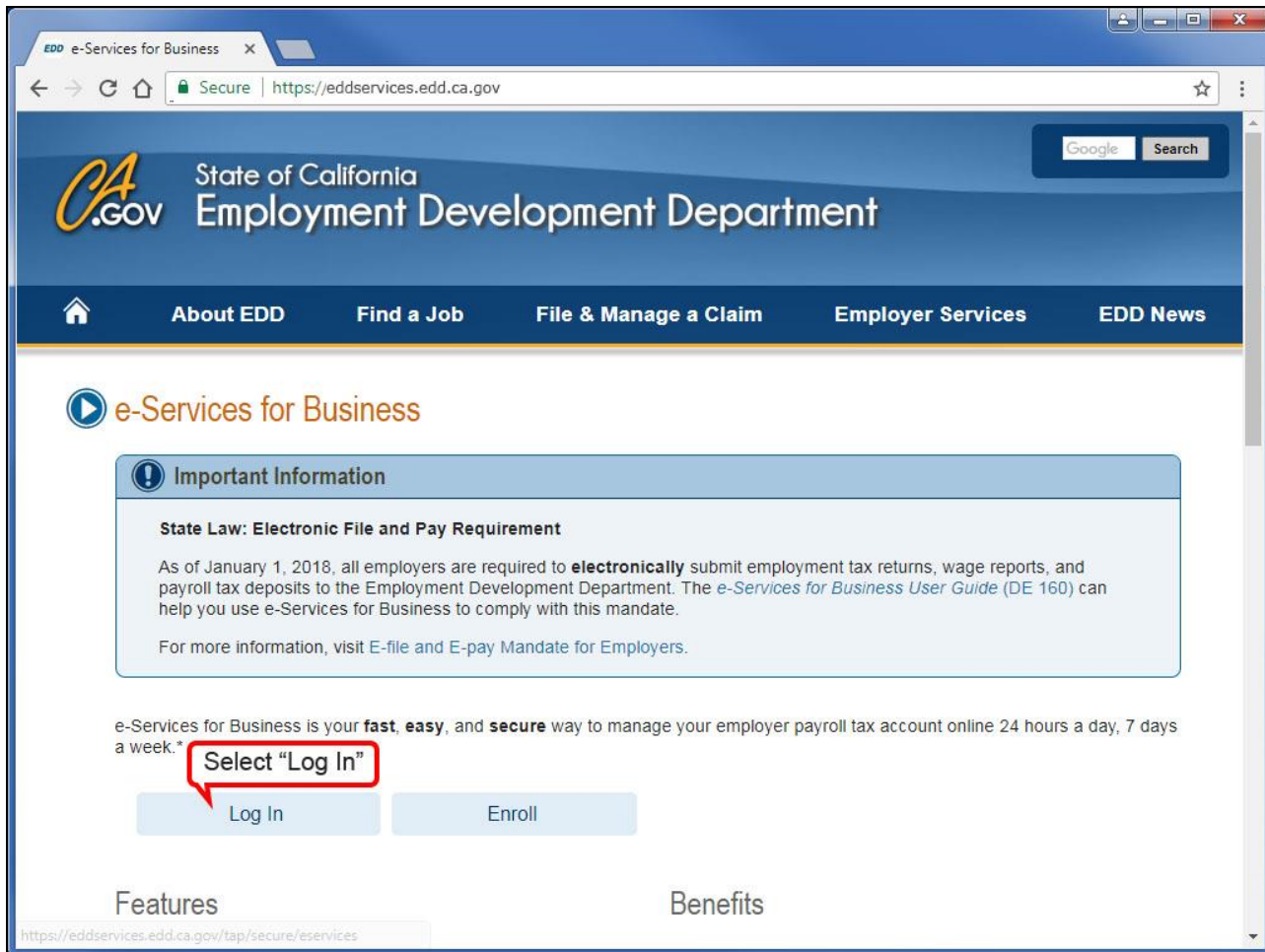
The California Employment Development Department (EDD) developed this tutorial to assist you with navigating through e-Services for Business.

This tutorial will show you how to complete the enrollment process to log in and use e-Services for Business.



### Slide notes

Welcome to the Employment Development Department home page. Notice the “e-Services for Business” link in the Employer Services column. Select the “e-Services for Business” link.



#### Slide notes

To begin, select the "Log In" button.

EDD Employer Services Online X

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My Profile

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### Employer Services Online

Employer Services Online allows you to access e-Services for Business, eWOTC, or SIDES E-Response. If you are a new user, you must first complete a one-time enrollment process.

#### Login

Username:  [Forgot username?](#)

Password:  [Forgot password?](#)

Note: Password is case sensitive.

**Select "Login"**

Login

#### Enroll

[Enroll for a username and password to access Employer Services Online.](#)

#### Slide notes

You should already have a username and password established. Enter your username and password.

If you would like to learn how to enroll for a username and password refer to the tutorial "I Want to Enroll for a Username and Password to Use Employer Services Online."

Select "Login" to begin using e-Services for Business.

e-Services for Business

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e-Services for Business

e-Services Enrollment

1. Welcome to e-Services for Business

### Welcome to e-Services for Business

Select Existing Employer if you are any one of the following:

- An employer who already has an employer payroll tax account number.
- An employer representative/payroll agent.
- An individual/business who is reporting Independent Contractor(s).

Select New Employer if you are:

- An employer and need to register for an employer payroll tax account number.
- Do not select this option if you are an employer representative/payroll agent.

Select "Existing Employer"

Existing Employer New Employer

Select an option

Select an option

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#### Slide notes

To begin this enrollment, select whether you are an "Existing Employer" or "New Employer." An "Existing Employer" is an employer who already has an employer payroll tax account number or is an employer representative/payroll agent.

Select "New Employer" if you are an employer and would like to apply for an employer payroll tax account number. If you are an employer representative or a payroll agent, do not select this option. For this tutorial, we are going to select "Existing Employer."

e-Services for Business

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e-Services for Business Log Out

e-Services Enrollment

1. Welcome to e-Services for Business

### Welcome to e-Services for Business

Select Existing Employer if you are any one of the following:

- An employer who already has an employer payroll tax account number.
- An employer representative/payroll agent.
- An individual/business who is reporting Independent Contractor(s).

Select New Employer if you are:

- An employer and need to register for an employer payroll tax account number.
- Do not select this option if you are an employer representative/payroll agent.

I am a(n) **Existing Employer** New Employer

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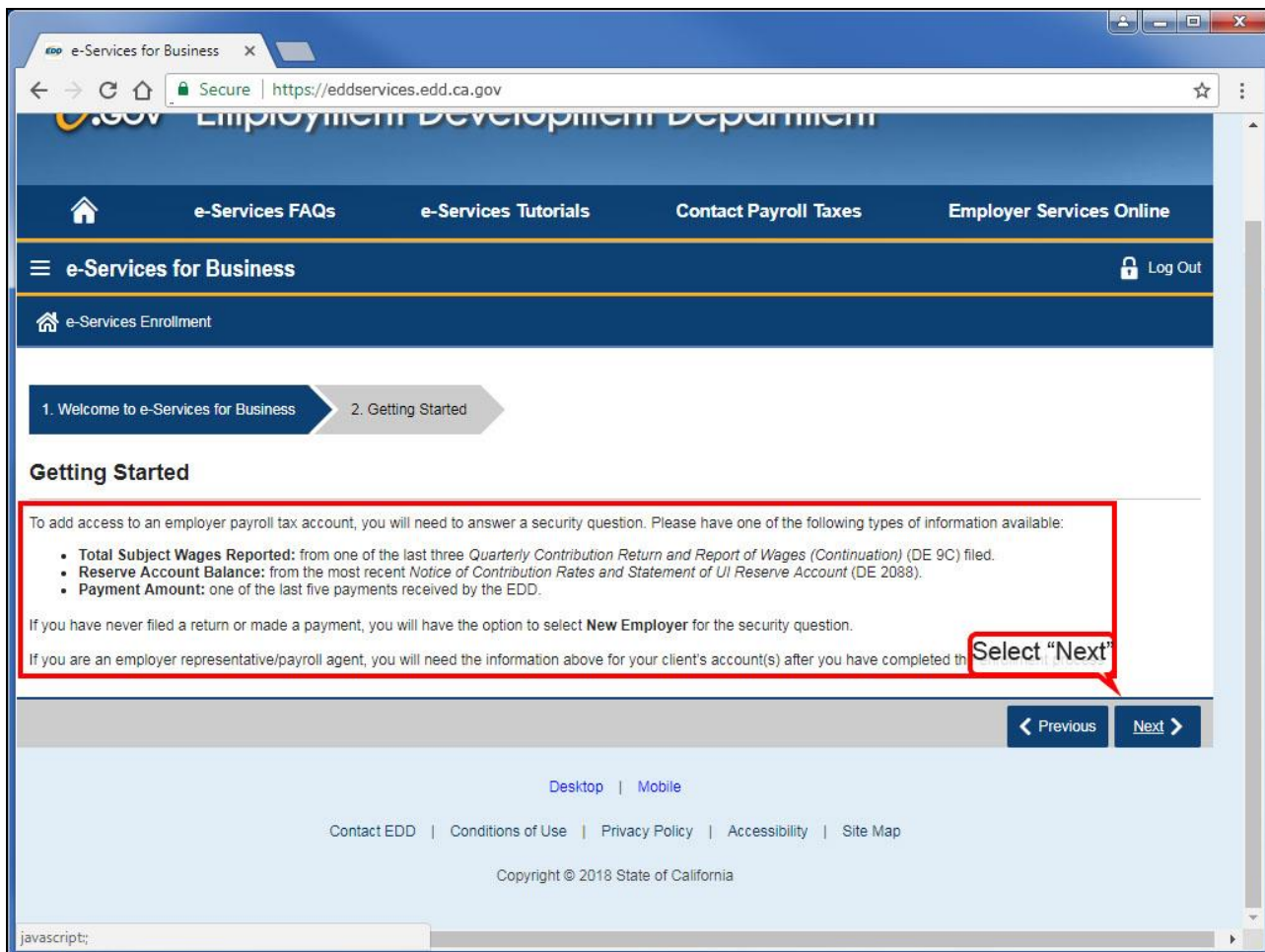
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#### Slide notes

Select "Next" to continue.



### Slide notes

To add access to an employer payroll tax account, you will need to answer a security question. Be prepared to answer one of the questions listed here. Select "Next" to continue.

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Employment Development Department

e-Services FAQs e-Services Tutorials Contact Payroll Taxes Employer Services Online

e-Services for Business Log Out

e-Services Enrollment

1. Welcome to e-Services for Business 2. Getting Started 3. Enrollment Type - Employer

**Enrollment Type - Employer**

Select "Yes" if you are

- An owner, officer, partner, executor, receiver, or trustee with an employer payroll tax account number.

Select "Yes" Yes No Please select an option Please select an option

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#### Slide notes

The two types of enrollment are either an "Employer" or "Employer Representative/Payroll Agent." The first one presented is "Employer." Please take a moment and read this important message. Take time to find out what type of enrollment you want to utilize. This is a detailed explanation of the employer type.

Select "Yes" for the "I am an Employer" question.



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1. Welcome to e-Services for Business 2. Getting Started 3. Enrollment Type - Employer

### Enrollment Type - Employer

Select "Yes" if you are

- An owner, officer, partner, executor, receiver, or trustee with an employer payroll tax account number.

I am an Employer

Select "Next"

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**Slide notes**

Select "Next" to continue.

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Home e-Services Enrollment

1. Welcome to e-Services for Business 2. Getting Started 3. Enrollment Type - Employer 4. Account Information

### Account Information

Select the type of account you would like to enroll in e-Services for Business.

Select Account Type Required Required

Select "Employment Tax"

- 1. Employment Tax Required
- 2. DIEC (DI Elective Coverage)
- 3. School Employees Fund
- 4. DIR Collection

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#### Slide notes

The "Account Type" has four choices. This depends on what type of employer you are. For this example, we select "Employment Tax."

The screenshot shows a web browser window with the URL <https://eddservices.edd.ca.gov>. The page is titled "e-Services Enrollment" and features a progress bar with four steps: 1. Welcome to e-Services for Business, 2. Getting Started, 3. Enrollment Type - Employer, and 4. Account Information. The "Account Information" section is active, displaying a form with the following fields: "Select Account Type" (dropdown menu showing "1. Employment Tax"), "Account Number" (text box with "XXX-XXX-X"), "Select Country" (dropdown menu showing "USA"), and "ZIP Code" (text box with "90045"). Below this is the "Security Questions" section, which includes a dropdown menu for "Select a security question to answer" (showing "2. Reserve Account Balance") and a text box for "Enter reserve account balance from the most recent DE 2088" (showing "0.00"). A red box highlights the security question dropdown, and a red arrow points to the "Next" button with the text "Select 'Next'". The "Next" button is located at the bottom right of the form. The footer of the page includes links for "Desktop" and "Mobile", a list of links: "Contact EDD", "Conditions of Use", "Privacy Policy", "Accessibility", and "Site Map", and a copyright notice: "Copyright © 2018 State of California".

EDD e-Services for Business X

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e-Services Enrollment

1. Welcome to e-Services for Business 2. Getting Started 3. Enrollment Type - Employer 4. Account Information

**Account Information**

Select the type of account you would like to enroll in e-Services for Business.

Select Account Type 1. Employment Tax

Account Number XXX-XXX-X

Select Country USA

ZIP Code 90045

**Security Questions**

Select a security question to answer 2. Reserve Account Balance

Enter reserve account balance from the most recent DE 2088 0.00

Select "Next"

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### Slide notes

Enter the "Account Number", "Country", and "ZIP Code" then select a security question to answer. For this example, we select "Reserve Account Balance." Select "Next" to continue.

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[e-Services FAQs](#) [e-Services Tutorials](#) [Contact Payroll Taxes](#) [Employer Services Online](#)

**e-Services for Business** [Log Out](#)

[e-Services Enrollment](#)

1. Welcome to e-Services for Business 2. Getting Started 3. Enrollment Type - Employer 4. Account Information 5. Review Enrollment Request

### Review Enrollment Request

Type of Enrollment:

Select Account Type:

Select Country:

ZIP Code:

Select a security question to answer:

Enter reserve account balance from the most recent DE 2088:

[Select "Submit"](#)

[Previous](#) [Submit](#)

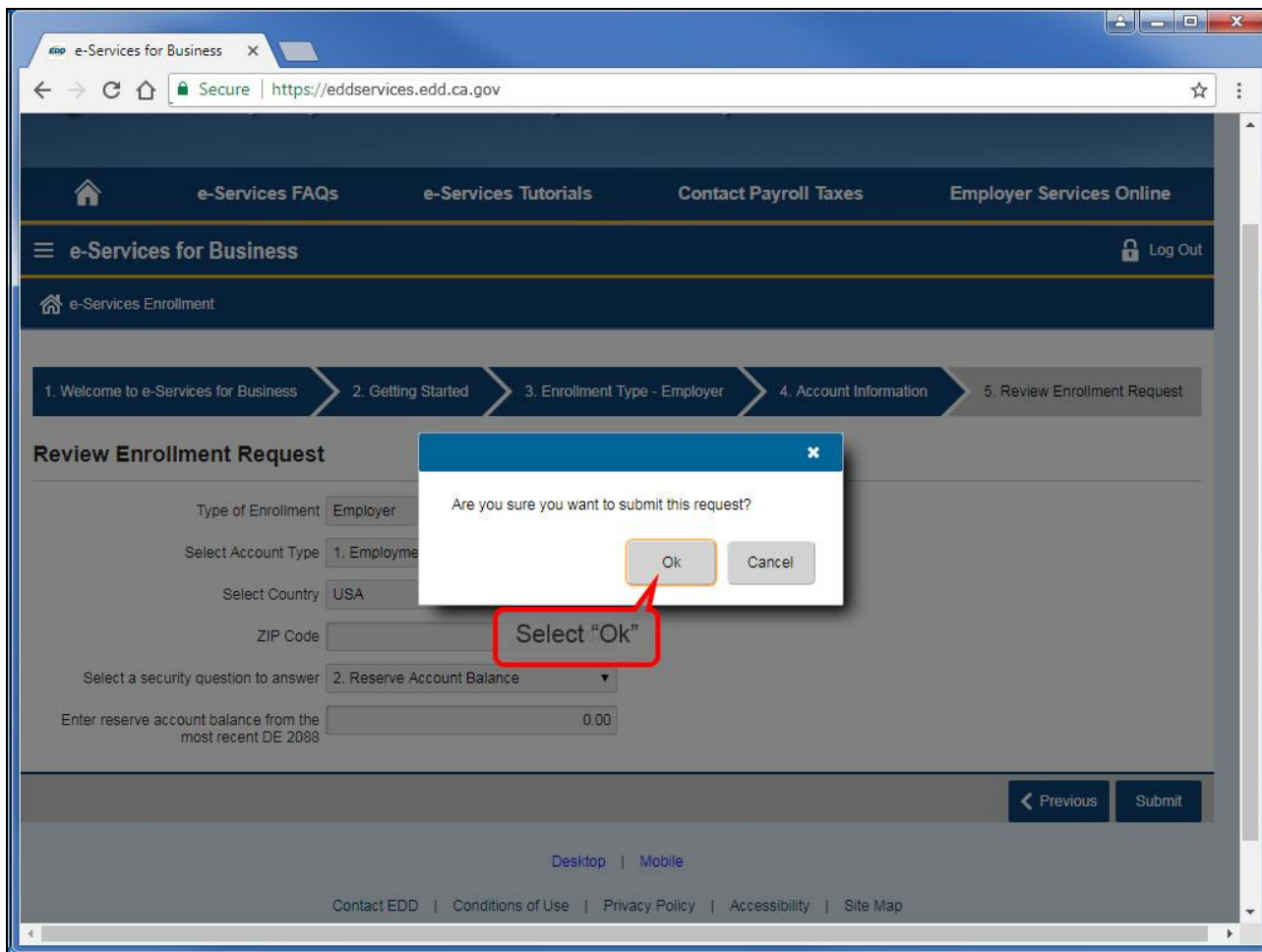
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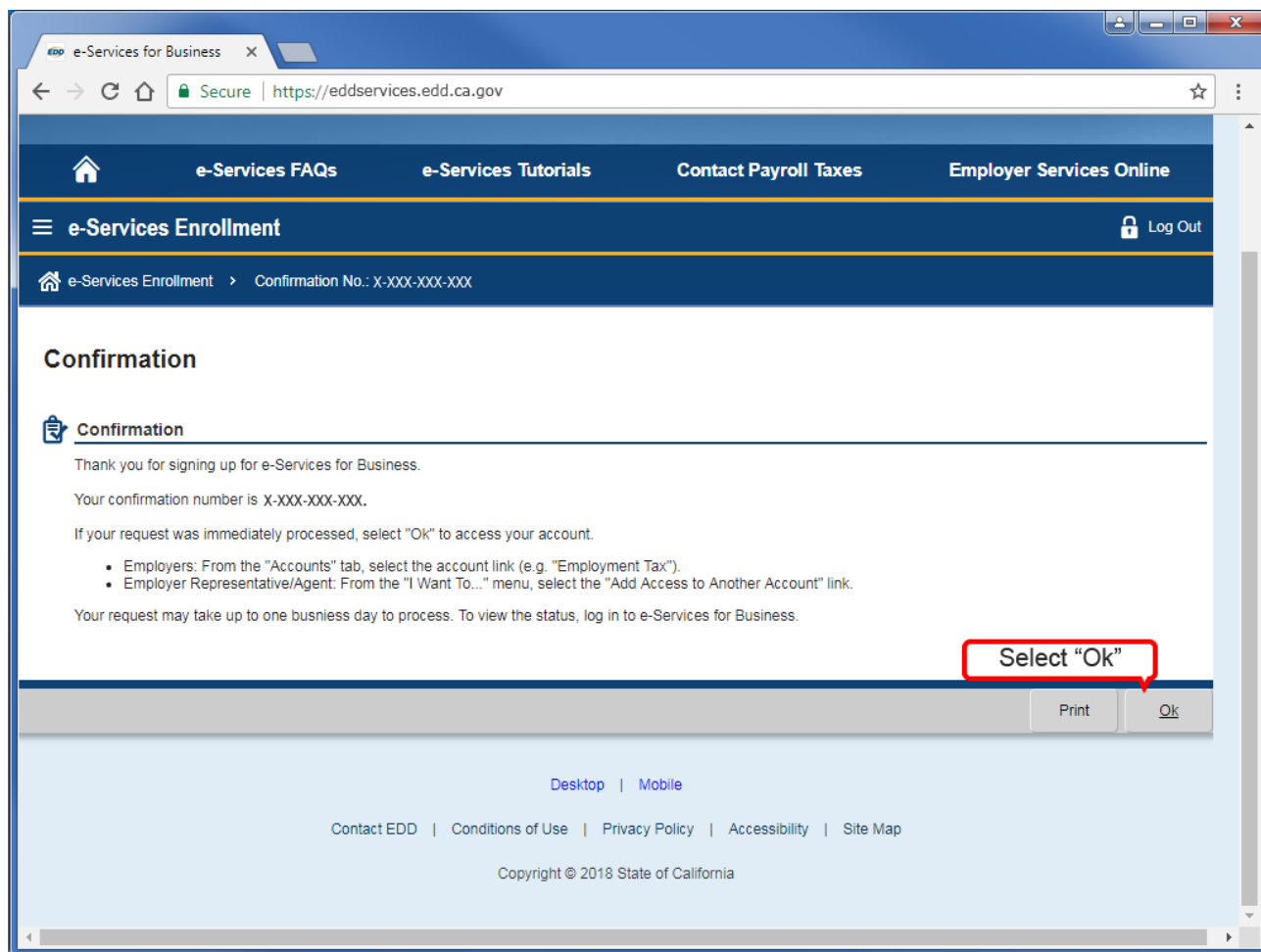
#### Slide notes

A summary of the enrollment information you provided is displayed. Select "Submit" to send this request.



**Slide notes**

Are you sure you want to submit this request? Select "Ok" to continue.



### Slide notes

Here is your confirmation number for the enrollment request you completed. You can print a copy for your records, and then select "Ok" to continue.

The screenshot shows the EDD e-Services for Business home page. The browser address bar displays <https://eddservices.edd.ca.gov>. The page has a dark blue header with navigation links: e-Services FAQs, e-Services Tutorials, Contact Payroll Taxes, and Employer Services Online. Below the header, there's a section for 'e-Services for Business' with a 'Main' link, 'Settings', and 'Log Out' options.

The main content area is divided into three columns:

- Login:** A red box highlights this section, showing user details: e-Services User, e-Services4U@edd.ca.gov, +X XXXXXXXXXX, and Last Logged on XX-Jan-XXXX.
- Alerts:** Shows a message: 'There are no alerts'.
- I Want To:** A list of actions: Register a New Account (DE 1), Add Access to Another Account, Upload a Bulk Payment File, Upload a Bulk Return File, Make Multiple Payments, and Manage Payment Sources.

Below these sections, there's a tabbed interface with 'Accounts', 'Businesses', 'Submissions', and 'Correspondence'. The 'Accounts' tab is selected, and a red box highlights the 'Select "Employment Tax"' link. Below this, a table lists accounts:

Account	Account ID	Name	Balance
<a href="#">Employment Tax</a>	XXX-XXXX-X	SMALL BUSINESS	(\$0.08)

At the bottom, there are links for Desktop and Mobile, and a footer with links: Contact EDD, Conditions of Use, Privacy Policy, Accessibility, and Site Map.

### Slide notes

Here we are at the e-Services for Business home page. This screen shows you a summary of your enrollment information.

Select the "Employment Tax" link under the "Account" subtab to be taken to the Account home page.

The screenshot displays the EDD e-Services for Business account home page. The browser address bar shows the URL <https://eddservices.edd.ca.gov>. The page header includes a 'Main' menu, 'Settings', and 'Log Out' options. The account information section shows 'Account: XXX-XXXX-X' and 'Account Last Updated: XX-Jan-XXXX XX:XX:XX'. The 'Account' section lists 'SMALL BUSINESS' and 'Employment Tax: XXX-XXXX-X' with a 'Balance: \$0.00'. The 'Account Alerts' section indicates 'There are no alerts'. The 'I Want To' section contains links: 'Make a Payment', 'File or Adjust a Return or Wage Report', 'View My Payments', 'Update Account Information', 'Close Account', and 'Get My UI Rate'. A navigation bar at the bottom includes 'Recent Periods', 'Submissions', 'Correspondence', 'Names and Addresses', and 'Logons'. The 'Recent Periods' table lists several periods, with '31-Mar-2018' highlighted. The table has columns for 'Period', 'Balance', 'Return Status', and 'Message'.

Period	Balance	Return Status	Message
31-Mar-2018	\$0.00	Multiple Returns	File Return
31-Dec-2017	\$0.00	Multiple Returns	
30-Sep-2017	\$0.00	Multiple Returns	
30-Jun-2017	\$0.00	Multiple Returns	

### Slide notes

This is the account home page. This screen displays a summary of the account you selected on the previous screen.

From the account home page, you are able to make a payment, file a return, update your address, and complete many other useful actions that are explained in other tutorials.



Other Resources  
[www.edd.ca.gov](http://www.edd.ca.gov)

Taxpayer Assistance Center  
1-888-745-3886

**Slide notes**

Thank you for taking the time to watch this tutorial on how to enroll and navigate through e-Services for Business.

Be sure to view our other tutorials demonstrating how to make a payment, file a return, and the many other actions available in e-Services for Business.

Other resources are available at [www.edd.ca.gov](http://www.edd.ca.gov) or by calling the Taxpayer Assistance Center at 1-888-745-3886.